STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

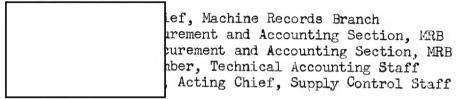TO   . Acting Comptroller   DATE: ? December 1953
THRU   : Chief, Technical Accounting Staff
FROM   : Chief, General Services Office

SUBJECT: Handbook on Financial and Accounting Procedures for Property

A meeting on the above subject was held 4 December 1953. In attendance were the following:

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lef, Machine Records Branch
urement and Accounting Section, MRB
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hber, Technical Accounting Staff
, Acting Chief, Supply Control Staff

As a result of this meeting, the following changes were agreed upon and will be incorporated in the handbook.

1. General – Definition of Commodity Class is equivalent to Family Group. Revision will be effected.

2. Chapter VI, Chart I, Transaction Analysis Codes
    A. Transaction Analysis code 83 is included to effect a debit to In Transit stock records.
    B. Transaction Analysis codes 85 and 75 will also be media for debit and credit price adjustments respectively to In Transit stock records.
    C. New Transaction Analysis codes 72 and 82 were added to effect debit and credit transactions respectively to inventory adjustments of Property In Use records.

3. Page 74, Paragraph 3 – (Inclusion) Where multiple Master Document coding and adjustment forms are necessary, only the first Master Document coding and adjustment form will be coded for Master Control cards.

4. Page 76, Paragraph 5 –

    A. The first sentence is revised to read, "A Detail Transaction card (card #6) will be punched for each coded line item appearing on a respective document.
    B. In this paragraph, inclusion will be made that Total Cost of each line item, coded or indicated in Direct Shipment documents, will be punched in Extended Value field of Detail Transaction card instead of punching Unit Price.

5. Page 83, Paragraph 9
    A. (Inclusion) Monetary Receipts Register will consist of transaction codes 2, 3, 7, 8, and 9 (Direct Shipment Receipts - Expenditure), and Monetary Issues Register will consist of transaction codes 5, 6, and 9 (Direct Shipment Issues - charged to Costs).
    B. It was agreed that it will not be necessary to show Destination Location codes in the above register.

6. Page 84 - Acquisition Difference Tabulations
    A. (Addition) Acquisition Difference tabulations will be prepared monthly for other stock records as follows:
        Property in Use - Transaction Analysis codes 34, 52, 62, and 92
        Property on Loan -   "   "   " 35 and 63
        Property in Transit - "   "   " 73, 74, and 83

    Tabulations will be prepared by subtracting debit transactions at "actual" cost from reproduced debit transactions at average price, and subtracting credit transactions at average cost from reproduced credit transactions at actual cost.

    B. Request is under consideration to prepare reports for only those items showing differences in price in lieu of listing all items regardless of differences.

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7. Page 87, Paragraph 14 - [   ] of Finance Division will prepare new format of report.

8. Subsidiary Cost Account Cards - Suggestion is under study for mechanical procedure to correct subsidiary cost cards during the following financial reporting periods.

9. Page 135, Paragraph 2 - (Inclusion) Establish Due-In Documents will also be coded for Unit Price.

10. As a supplement to this handbook, punch cards will be prepared by Logistics Section of Machine Records Branch and submitted to Finance Accounting Section, Machine Records Branch, for Transaction Analysis codes 21, 22, 31, 32, 91, 92, and 94.

11. A reporting schedule will be set up in the near future.

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MRB/FL:mt(9 December 1953)

Distribution:
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